



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, November 2, 2010
POSITION TITLE:	Deputy Regional Administrator, Division of Adult Parole Operations	FINAL FILING DATE:	Tuesday, November 16, 2010
CEA LEVEL:	Chief Deputy Administrator, Correctional Program, C.E.A. (9691)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,186.00 - \$10,247.00 / Month	BULLETIN ID:	11022010_2

POSITION DESCRIPTION

Recruiting for Region 2 - Oakland, however no current vacancy at that location.

Note: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the administrative direction of the Regional Administrator, the Deputy Regional Administrator (DRA) provides the day-to-day management of the field operations for specified parole districts. The DRA also assumes routine operational responsibility for the Regional Administrator in his/her absence.

Duties include, but are not limited to:

- Provides the day-to-day management of the field operations for specified parole districts. Monitors and reviews unit operations and expenditures, operational delivery of services and controls, and the distribution of workload. Conducts audits of significant areas (i.e., arrests, case contacts, case reporting, etc.) for policy compliance, operational efficiency, and program effectiveness. The incumbent has extensive involvement in program and policy formulation, implementation, and management and is responsible for directing and implementing policy decisions, procedures, and priorities for the region's parole program and establishment standards and procedures for parole movement and placement, which conforms to policies and legal requirements of the Department and paroling boards. Assists in developing alternative measures in response to serious overcrowding within the state prison and county jail system and for ensuring that legislative and court mandates are successfully carried out.
- Plans, organizes, and directs the work of subordinate managers and staff; provides administrative and policy direction to administrators and supervisors; consults with administrators and supervisors

regarding personnel performance, grievances, adverse actions, and unit operations; and monitors and reviews training of all supervisors and other staff.

- Conducts personnel investigations and inquires; reviews regional hiring practices and procedures for compliance; and participates in personnel selection. Makes recommendations to the Regional Administrator and plans for acquisition of facility space to meet operational needs.
- Reviews reports to paroling authorities for operational and policy compliance and meets with parolees, families, and the public to resolve problems or complaints.
- Reviews and monitors unit boundaries and allocation decisions regarding staff resources and recommends changes to meet program needs.

MINIMUM QUALIFICATIONS

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program staff.

Either I Must be a civil service employee with permanent civil service status.

Or II Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

The Deputy Regional Administrator, Division of Adult Parole Operations, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in

peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

KNOWLEDGE AND ABILITIES

Knowledge of: Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Regional Administrator, Division of Adult Parole Operations**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001

Christine Schiro | 916-445-9061 | Christine.Schiro@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments at 1515 S Street, Room 101N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s9/s9691.txt>